

# Retention and Classification Report

**Agency:** Orderville (Utah) (746)

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**Records Officer** Carol Lamb

24262	Audits and financial statements
24261	Council minutes
28351	Orderville Cemetery lot books
24265	Ordinances and resolutions

**AGENCY:** Orderville (Utah)

**SERIES:** 24262

3

**TITLE:** Audits and financial statements

**DATES:** 1936-1950; 1957-1959; 1966; 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality and annual audits. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

**AUTHORIZED:** 06/27/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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**AGENCY:** Orderville (Utah)

**SERIES:** 24262

**TITLE:** Audits and financial statements

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orderville (Utah)

**SERIES:** 24261

4

**TITLE:** Council minutes

**DATES:** 1935-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Like other traditional town councils in Utah, the Orderville council consists of a mayor and four council members who are responsible to exercise the community's legislative and executive powers (Utah Code Unannotated, 1991, 10-3-101). Council meeting minutes summarize the discussion at council meetings and report actions taken by the council or assignments made. Entries for each meeting include the date and place of the meeting and the names of those present. The Orderville town council appoints town officials, levies taxes, licenses local businesses, provides police and fire protection, and promotes community development. It provides or contracts for services and utilities and maintains a culinary water system as well as town roads and bridges.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 06/24/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Orderville (Utah)

**SERIES:** 24261

**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Fiscal Historical

The Orderville town council minutes document the activities and decisions of the governing body of the municipality.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orderville (Utah)

**SERIES:** 28351

3

**TITLE:** Orderville Cemetery lot books

**DATES:** 1865-

**ARRANGEMENT:** Alphabetical by name of deceased and numerical by block and lot number.

**ANNUAL ACCUMULATION:  
DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as the earliest extant compilation of burial information for the cemetery.

**AGENCY:** Orderville (Utah)

**SERIES:** 28351

**TITLE:** Orderville Cemetery lot books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orderville (Utah)

**SERIES:** 24265

3

**TITLE:** Ordinances and resolutions

**DATES:** 1935-

**ARRANGEMENT:** Chronological by ordinance number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain a handful of ordinances and resolutions adopted by the Orderville Town council. They are the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 06/27/2002

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Orderville (Utah)

**SERIES:** 24265

**TITLE:** Ordinances and resolutions

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public